

**A PARENT GUIDE TO  
SECTION 504  
OF THE  
REHABILITATION  
ACT OF 1973  
AND THE  
AMERICANS WITH  
DISABILITIES ACT  
(ADA)**

**UTAH STATE OFFICE OF EDUCATION**

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**A** *Parent Guide to Section 504* provides information and describes the requirements of Section 504 of the Rehabilitation Act of 1973 with respect to preschool, elementary, and secondary school policies involving placement of children with physical and mental disabilities.

*This pamphlet is designed specifically to give parents understanding by providing information to help understand 504 services.*

*The Utah State Office of Education has developed a manual entitled Section 504 Guidelines for Educators that explains how a student might be eligible for Section 504 services. A copy of these guidelines is available by calling the Utah State Office of Education or going to their Web site at <http://www.usoe.k12.ut.us/sars>*

## **WHAT IS SECTION 504?**

Section 504 is the part of the Rehabilitation Act of 1973 that applies to individuals with disabilities. It is a civil rights act that protects the civil rights of persons with disabilities. Section 503 is a *nondiscrimination statute*, prohibiting discrimination based solely on disability.

## **REQUIREMENT**

Section 504 requires that no person with a disability can be excluded from or denied benefits of any program receiving federal financial assistance; this includes education.

Section 504 and special education (IDEA) are two service options for children with disabilities. All school districts should have a Section 504 Coordinator to answer your questions regarding Section 504 services.

## **HISTORICAL BACKGROUND**

Section 504 of the Rehabilitation Act of 1973 is a civil rights law prohibiting discrimination based on disability. For many years, school districts perceived its main obligation as ensuring physical access to public buildings (e.g., ramps were installed, curbs were cut, elevators were added to multilevel buildings, restroom stalls were enlarged). With passage of the Rehabilitation Act of 1973, Congress required that school districts make their programs and activities accessible and usable to all individuals with disabilities.

Within the last several years, the Office for Civil Rights (OCR) has become active in assisting school districts in further defining “access.” The definition of access means more than physical access; a student may require special accommodations, such as modified assignments in order to benefit from his / her education.

### **HOW DOES SECTION 504 DEFINE “APPROPRIATE EDUCATION”?**

A free appropriate public education is one provided by the elementary or secondary school that includes general or special education and related aids and services that (1) are designed to meet the individual educational needs of an eligible student with a disability as adequately as the needs of an eligible student who is nondisabled are met and (2) are based on adherence to evaluation, placement, and procedural safeguard requirements.

### **SECTION 504 ELIGIBILITY**

Section 504 of the Rehabilitation Act of 1973 protects students from discrimination based on their disability status. A student is eligible for accommodations under Section 504 *if the student has a mental or physical impairment that substantially limits one or more of a student’s major life activities that impacts education.*

*“Major life activities”* include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. When a condition does not substantially limit a major life activity that impacts education, the student does not qualify for protection under Section 504.

In order to determine eligibility for Section 504 accommodations or services, your child must be evaluated by a team of individuals who are familiar with your child and knowledgeable about the disability. The results will be shared at a team meeting in which you are involved.

### **WHAT ARE SOME DIFFERENCES BETWEEN SPECIAL EDUCATION AND SECTION 504?**

<u>Issue</u>	<u>Section 504</u>	<u>Special Education</u>
Type	—A Civil Rights Act	—An Education Act
Responsibility	— General Education	—Special Education
Funding	—School funding	—State—federal— local funding
Administration	—Section 504 Coordinator	—Special Education Director
Service Tool	—Accommodation Plan	—Individualized Education Program
Disabilities	—Any disability, if eligible	—14 qualifying categories
Parents	—Should be involved in all team meetings	—Must be involved in all team meetings
Procedural Safeguards	—Notice of consent of parents is required	—Parent consent and notice required for initial evaluation, placement, and reevaluation
Evaluation and Eligibility	—An evaluation is necessary before it can be determined if a child is eligible under Section 504	—An evaluation is necessary before it can be determined if a child is eligible for special education

## **HOW ARE STUDENTS WITH DISABILITIES IDENTIFIED?**

The definition of disability under Section 504 includes students who have a physical or mental disability that substantially limits one or more of life's major activities.

Many students eligible for Section 504 accommodations have special health care needs; some could include: HIV, Tourettes syndrome, attention deficit hyperactive disorder (ADHD), heart malfunctions, communicable diseases, urinary conditions, blood disorders, chronic fatigue syndrome, school phobia, respiratory conditions, epilepsy, cancer, birth defects, and tuberculosis.

## **DOES SECTION 504 REQUIRE EVALUATIONS?**

Section 504 requires that a school evaluate any student who, because of a disability, needs accommodations that would assist in keeping the child in the general education classroom. An evaluation is also required prior to any significant change in placement. Most evaluations under Section 504 only involve gathering information that has already been conducted, such as by a medical doctor. The evaluation data should be reviewed to determine if it is current or needs to be updated.

If the school and/or parent has reason to believe that, because of a disability as defined under Section 504, a student needs accommodations in order to participate in the school program, the school must evaluate the student. If it is determined that a student is disabled under Section 504, the school must develop and implement all needed accommodations agreed by the Section 504 committee.

## SERVICES

The determination of what accommodations are needed must be made by a group of persons knowledgeable about the student and also about the disability. This usually involves the school principal, classroom teacher(s), and other educators working with your child. *The parent should be included in the process.* The group will review the nature of the disability and how it affects the student's education. The decisions about Section 504 eligibility and services should be documented in the student's file and reviewed periodically.

An appropriate education for students eligible under Section 504 may consist of education in general classes with accommodations and programs designed to meet their unique needs.

It is important to keep in mind that some students who have physical or mental conditions that limit their ability to access and participate in the education program are entitled to accommodations under Section 504, even though they may not fall into a disabilities category covered under special education.

### WHAT DOES MAKING ACCOMMODATIONS MEAN?

Accommodations are made by the classroom teacher(s) and other school staff to help students benefit from their educational program. In some cases, a written plan will be developed outlining accommodations.

Examples of accommodations include:

- Modify assignments and tests.
- Provide an extra set of textbooks for home.
- Adjust student seating.
- Use study guides and organizing tools.
- Provide a peer tutor/helper.

- Provide school counseling.
- Have the student use an organizer—train in organizational skills.
- Provide preferential seating.
- Modify recess/PE/transportation.

### EXAMPLE

The following is an example of a student who is eligible for Section 504 and the accommodations provided by the school:

A student has been diagnosed as having asthma. The doctor has advised the student not to participate in physical activity outdoors. The disability limits the major life function of breathing. The school is required to make accommodations in the education program.

Possible Accommodations:

- Modified activity level for recess, physical education, etc.
- Use of air purifier.
- Avoidance of allergens.
- As necessary, medication administration.
- Access to water, gum, etc.
- Curriculum considerations (science class, PE, etc.)
- Time of year—bus transportation in winter.
- Health care and emergency plan.

The school should develop a written Section 504 plan describing the accommodations. Service decisions must be based on evaluation information and student needs. The decisions must be made by a group of persons knowledgeable about the child, the disability, and the meaning of the evaluation data.

## WHAT ARE THE SCHOOL RESPONSIBILITIES UNDER SECTION 504?

It must be emphasized that Section 504 falls under the *management responsibility of the general education program*. The school staff and parents need to work in collaboration to help guarantee that the student is provided with the necessary accommodations.

To be in compliance with Section 504, schools must:

1. Provide written assurance of nondiscrimination.
2. Designate a 504 Coordinator.
3. Provide grievance procedures to resolve complaints.
4. Provide notice of nondiscrimination in admission or access to its programs or activities. Notice must be included in a student/parent handbook.
5. Identify and locate annually all qualified children with disabilities who are not receiving a public education.
6. Notify annually persons with disabilities and their parents or guardians of the district's responsibilities under Section 504.
7. Provide parents or guardians with procedural safeguards.
8. Conduct a self-evaluation of school district policies, programs, and practices to make sure discrimination is not occurring.



### **WHAT ARE THE RESPONSIBILITIES OF PARENTS?**

1. Share your concerns with the school early before they become major problems.
2. Be involved in Section 504 meetings concerning your child.
3. Assist in developing appropriate accommodations for your child.
4. Encourage your child to cooperate with school staff and do his/her best.
5. Collaborate with other agencies, such as vocational rehabilitation, when appropriate.
6. Use mediation or the grievance procedure as options if a difference cannot be resolved with the school.

### **WHAT ARE THE RESPONSIBILITIES OF THE STUDENT?**

1. Be involved at Section 504 meetings, when appropriate.
2. Be familiar with your Section 504 / ADA rights at postsecondary programs before graduating from high school.
3. Cooperate and put forth maximum effort at school.

## **WHAT IS THE ROLE OF THE SECTION 504 COORDINATOR?**

The role of the Section 504 Coordinator is to assist the school in meeting requirements under Section 504 of the Rehabilitation Act of 1973.

The Coordinator will provide resources and help educators and administrators regarding their responsibilities under Section 504. In addition, the Coordinator will assist in creating an ongoing program that will support accommodating students' needs. *If you have questions regarding Section 504, call the school Section 504 Coordinator.*

## **WHAT ARE THE ROLES AND RESPONSIBILITIES OF THE DEPARTMENT OF EDUCATION AND THE OFFICE FOR CIVIL RIGHTS?**

The U.S. Department of Education maintains Regional Civil Rights Offices to enforce Section 504 and other civil rights laws. All parents have the right to directly contact the Office for Civil Rights in Denver, Colorado, if they believe their child is being discriminated against based on a disability. Most differences with schools can be resolved before contacting the Office for Civil Rights. It is suggested you follow the procedures outlined below:

1. First, try to resolve your differences at the teacher or school level. Set-up a meeting to discuss your concerns.
2. If unsuccessful, set up a meeting with the school's Section 504 Coordinator.
3. If unsuccessful, call the Educational Equity Section (801-538-7647) or the Utah Parent Center (801-272-1051 or 1-800-468-1160) for guidance.
4. If available, ask for *mediation*. This is a free service for parents. A neutral individual will work with you and the school to help resolve your differences.

5. If unsuccessful and you believe your child has been discriminated against, ask the Section 504 Coordinator how to file a grievance.
6. If unsuccessful, call the Office for Civil Rights in Denver to express your concerns (303-844-5695, TTY 303-844-3417).
7. In addition to the normal grievance procedure required by Section 504/ ADA, Title IX, and Title VI, the U.S. Department of Education has an administrative rule for regulating *due process hearings* under Section 504.

The Section 504 hearing is to resolve differences involving the education of Section 504/ ADA qualified students with disabilities when such differences cannot be solved by means of a less formal procedure.

The Section 504 hearing is an opportunity to present objections and reasons for the objections to the decisions and/or procedures used by the school under Section 504/ ADA.

## **OFFICE FOR CIVIL RIGHTS COMPLAINT PROCESS**

Sometimes, even when we do our best, we cannot come to agreement. Every effort must be used to resolve the difference at the school level, including requesting *free mediation* services. If all else fails, you have the right to file a complaint with the Office for Civil Rights.

An individual person or an organization may file a complaint with the Office for Civil Rights of the U.S. Department of Education. An OCR complaint must be filed, in writing, within 180 days after the violation has occurred.

Anyone wishing to file a formal complaint with OCR should submit in writing the following information in a letter or use

the Discrimination Complaint Form available from OCR regional offices:

- Your name and address (a telephone number where you may be reached during business hours is helpful but not required).
- A general description of the person(s) or class of persons injured by the alleged discriminatory act(s) (names of the injured person(s) are not required).
- The name and location of the school that committed the alleged discriminatory act(s).
- A description of the alleged discriminatory act(s) in sufficient detail to enable OCR to understand what occurred, when it occurred, and the basis for the alleged discrimination (race, color, national origin, sex, disability, or age).

A school may not retaliate against any person who has made a complaint, testified, assisted, or participated in any manner in an investigation or proceeding.

**SECTION 504**  
**PARENT/STUDENT RIGHTS**  
**IN IDENTIFICATION, EVALUATION, ELIGIBILITY, AND SERVICES**



**T***he following is a description of the rights granted under Section 504 to parents of children with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.*

You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability.
2. Have the school notify you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, and services for your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with students without disabilities to the maximum extent appropriate.
5. Have your child educated in facilities and receive services comparable to those provided to students without disabilities.
6. Have your child receive accommodations if he/she is found to be eligible under Section 504 of the Rehabilitation Act.
7. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.

8. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and educational services.
9. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
10. Obtain responses from the school to reasonable requests for explanations and interpretations of your child's records.
11. Request amendments of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
12. File a 504 grievance if you believe your child has been discriminated against based upon his/her disability.
13. Request mediation regarding your child's identification, evaluation, education program, or services.
14. File a complaint with the:

Office for Civil Rights, Region VIII  
U.S. Department of Education  
Federal Building, Suite 310  
1244 Speer Boulevard  
Denver, Colorado 80204-3582  
Phone 303-844-5695

15. For more information about Section 504, contact:

Utah State Office of Education  
Educational Equity Section  
250 East 500 South  
P. O. Box 144200  
Salt Lake City, UT 84114-4200  
801-538-7647 or 801-538-7640

Utah Parent Center  
2290 East 4500 South, Suite #110  
Salt Lake City, Utah 84117-4428  
801-272-1051 or 1-800-468-1160

**UTAH STATE OFFICE OF EDUCATION**  
**UTAH NOTICE OF NONDISCRIMINATION**

**It is the policy of the Utah State Office of Education that no person shall, on the basis of race, sex, color, national origin, age or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance. Equal opportunity is a priority of the Utah State Office of Education.**

The person in your school who is responsible for assuring compliance with Section 504 is:

\_\_\_\_\_

Telephone number \_\_\_\_\_

The school district Section 504 Coordinator is: \_\_\_\_\_

\_\_\_\_\_

Telephone number \_\_\_\_\_